

Montana Board of Crime Control Request for Proposals



The Montana Board of Crime Control (MBCC) is soliciting competitive proposals for the Victims of Crime Act (VOCA) to be funded by the Office of Justice Programs, U.S. Department of Justice, Office for Victims of Crime. Approximately \$11 million dollars of VOCA funding will be available during fiscal year 2020-2021, depending upon the availability of federal funds.

Victims of Crime Act – Youth Victims #19-05

Application Deadline: January 24, 2019 at 12:00 p.m. noon
Project Period: April 1, 2019 to May 31, 2021

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; Fax (406) 444-4722; Montana Relay 711 or <https://dphhs.mt.gov/detd/mtap/mtapmtrelay/makeacall>.

I. Eligibility

Eligible applicants are limited to School-Based Programs and projects providing direct services to youth and their families or accredited Public and/or Private K-12 Schools recognized by the Montana Office of Public Instruction.

II. Registrations

A new applicant must register with the Online Subgrantee Application System (OSAS), at <http://apps.mbcc.mt.gov/osas/Default.aspx>, immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number.

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC.

Applicants are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).

- To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of the registration with SAM. To register with SAM, go to <https://uscontractorregistration.com/> or call the SAM Registration Help Desk at 1-877-252-2700.

III. Deadline

Applications must be submitted online, on or before **January 24, 2019 at 12:00 p.m. noon.**

Applications will be submitted in the OSAS under the registered applicant. To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the deadline.

Late applications will not be reviewed.

Schedule of Events	
RFP Issue Date	December 13, 2018
Deadline for receipt of written questions	January 18, 2019
Responses to questions will be posted on the MBCC website within 7 calendar days of receipt, through the last Friday before the RFP is closed.	
Application Submission Deadline	January 24, 2019 at 12:00 p.m. noon
Staff and Committee Review	January 24, 2019 – April 25, 2019
Application Review Committee (ARC)	May 2019 (tentative)
Board of Crime Control Approval	June 14, 2019 (tentative)
Project Start Date	April 1, 2019
Project End Date	May 31, 2021

For applicants without internet access, who cannot apply electronically through the OSAS, contact MBCC at (406) 444-3604 or mbcc@mt.gov (listing “RFP # 19-05, Submission Assistance” as the email subject) for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose Area(s)

MBCC is soliciting proposals for programs providing direct services to youth victims of crime; to be funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime. VOCA Federal Guidelines state that services are defined as those efforts that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. For the purposes of this program, a crime victim is a “person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime” and a youth is defined as a person between the ages of birth and 21 years of age.

The application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Note: Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

VOCA Statutory Requirements

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history

of providing direct services in a cost-effective manner, and financial support from other sources;

3. Programs must utilize volunteer(s);
4. Within the community, programs must promote coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims based on disagreement with the state's prosecution of the criminal case.

Office for Victims of Crime Requirements

1. The minimum match (hard or soft) for projects other than those that provide victim assistance services by Native American tribes or on Native American reservations must equal 20% of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal 5% of the total project cost. Match must be from a non-federal source;
2. Programs must maintain information on the demographic characteristics of the youth they serve. These data include information about the youth's age, gender, nationality/ethnic origin and disability;
3. Programs must provide services to youth victims of federal crimes on the same basis as youth victims of state or local crimes;
4. Programs must provide services to victims, at no charge, through the VOCA-funded project;
5. Programs must maintain client-counselor confidentiality and confidentiality of research information; and
6. The Project Director must complete the Office of Civil Rights training and maintain records of certification.

Allowable Direct Services

The **CURRENT** Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy or emotional support during trial and parole/probation hearings;
5. Recruitment, training, and coordination of volunteers who provide direct services to victims;
6. Personal advocacy such as intervention with employers;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court Appointed Special Advocates working directly with child victims of crime or coordinating volunteers that work directly with child victims of crime.

Activities that are not allowed include, but are not limited to:

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Crime prevention activities;
3. Lobbying for particular victim legislation, system improvement, etc.;

4. Offender rehabilitation/treatment; and
5. Needs assessments, surveys, manuals, and protocols.

Best Practices and Provision of Evidence-Based direct services to crime victims

Applicants are strongly urged to provide direct services to youth crime victims that have a demonstrated evidence base and are appropriate for the target population. Applicants *must specify* the evidence-based practice being proposed and how the services are to be implemented and monitored for quality and efficacy. Identify and discuss the evidence showing the proposed practice is effective, discuss the population(s) for which the practice has been shown effective, and demonstrate how it is appropriate for the proposed target population. If the evidence is limited or non-existent for the target population, provide other information to support the selected intervention, including validated screening and assessment tools used to support the intervention.

The Office of Justice Programs (OJP) places a strong emphasis on the use of data and evidence in program development. OJP is committed to improving the quantity and quality of evidence it generates; integrating evidence into program, practice, and policy decisions within OJP and the field; and improving the translation of evidence into practice. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's Crime Solutions web site, <http://www.crimesolutions.gov/>, is a resource applicants may use to find information about evidence-based programs.

Applicants that demonstrate use of evidence-based best practices in direct services to youth victims, will be given priority for funding.

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution will be given priority for funding. Involvement by participating agencies *must* be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins **April 1, 2019 and concludes May 31, 2021**. Funds may not be expended or obligated prior to **April 1, 2019**.

First-Time VOCA Applicants Must: 1) Demonstrate a record of providing direct services to youth victims of crime; and 2) Show that 25% of the Project Budget contains funds from non-federal sources; description should be included in the Budget Narrative.

Cash or In-Kind Match

Matching contributions in the proposed project (VOCA grant plus match) must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as grant funds and must be expended within the grant period. Identify the source of the match and the

anticipated expenses that will be obligated by the match in the Budget Narrative. The budget must include the required match as a percentage of the total Project Budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget and Budget Narrative. Do not provide more than the required match amount. Total match amounts must be tracked separately and in full. A Match Waiver may be request through the MBCC.

Prohibited Uses

Funds shall not be used for land acquisition or construction projects.

V. Application

Requirements

Applications and all components must be submitted based upon a **24-month** project period and *must* include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant agency, project director who must be an employee of the applicant agency, project title, project duration, and total number of months of federal support for any previous project.

Section 2: Project Budget

The Project Budget form categorizes requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly relate to the development, implementation, or operation of the specific project.

- **Supplanting**
Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.
- **Federal Indirect Cost Rate Agreement**
Indirect costs must be requested in accordance with [Uniform Guidance found in 2 C.F.R. Part 200](#). Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, *must* upload a copy of the document. If no document is provided, indirect costs requests will not be considered. Refer to [Indirect Costs](#) for additional information.
- **Cash or In-Kind Match**
The budget must include the required match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3.
- **How to Calculate Match**

Formula:					
Step 1	Grant Request Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example:					
Match Requirement - 80/20 (Federal/Recipient) Federal Award = \$50,000					

Step 1	\$50,000	÷	80% Federal Share	=	\$62,500
Step 2	\$62,500	x	20% Recipient's Share	=	\$12,500

Section 3: Budget Narrative

The Budget Narrative must:

- explain and justify all budget items by category;
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities;
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested; and
- include the source of match, identify anticipated expenses to be covered by the match, and document the basis for determining the value of any in-kind match.

If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.

For example:

- show the annual salary rate and the percentage of time devoted to the project for each employee paid with requested funds.
- detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goal(s), objectives, implementation, evaluation, collaboration, and sustainability plans for the proposed project. The Project Narrative must be written in a 12-point font, double-spaced, and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents sections will not count toward the Project Narrative page count.

The Project Narrative *must* contain the following elements:

- *Executive Summary*

Summarize the purpose of the planned project, stating the problem or need. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4), double-spaced pages.

- *Needs Statement*

Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

- *Goal(s)*

Provide a broad statement that conveys the intent to change, reduce, or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, dynamic, realistic, and attainable and should adhere to the purpose area(s).

- *Objectives*

Identify the specific milestones aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives *must*:

- Start with the word 'To' and an action verb (for example: to provide, to establish);
- State the date when the milestone will be reached; and
- Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

- *Implementation Plan*

Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed, and projected costs.

Implementation Plan Example:

Goal	Significantly reduce the achievement gap across specified student subgroups.			
Objective	Provide mentors for at-risk students.			
Activity / Action Step	Responsible Person(s)	Timeline	Resources Needed	Projected Costs
Develop program referral process and referral form.	Program Manager and School Counselor	Quarter 1	10 Staff Hours Total to develop referral process and create referral form	<ul style="list-style-type: none"> ● \$500 to print referral forms (paid by grant) ● \$200 for Program Manager to develop referral process and form (paid by grant) ● \$220 for School Counselor to develop referral process and form (paid by school district)
Identify students for Mentoring Program through self and staff referrals.	Program Manager and School Counselor	Ongoing throughout life of project (Quarters 1, 2, 3, and 4)	10 Staff Hours Weekly to Review, Discuss, and Admit Students to Program (5 hours each for Program Manager and School Counselor)	<ul style="list-style-type: none"> ● \$10,400 for Program Manager per year to Identify students (paid by grant) ● \$10,400 for School Counselor per year to Identify students (paid by school district)

- *Evaluation Plan*

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:

- what evidence will indicate progress; and
- how, when, and by whom evaluations will be conducted.

Include existing baseline data and the agency's commitment to provide pre and post data related to specific performance measures. Data collected should verify objectives have been met.

- *Collaboration Plan*

Describe and demonstrate how the project will promote significant coordinated public and private efforts. This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach program objectives;
- how the established partnerships compliment one another's programs; and
- how the community supports the proposed project.

Evidence of collaboration may be in the form of a LOS or MOU. The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning, or other appropriate services, and must be uploaded as indicated in Section 7.

- *Sustainability Plan*

Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community's financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants, and challenges to sustaining the program. Applying for additional MBCC grants is not considered an adequate sustainability plan.

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director, and Financial Officer. The Signature Page, *with original signatures*, must be scanned and uploaded into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No single person can sign as the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, or department director. The Project Director must be an employee of the applicant agency.

Section 7: Required Documents

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Documents required under this RFP, that must be uploaded into the OSAS include:

- Budget Narrative
- Project Narrative

- Signature Page, with original signatures from all parties listed in Section 6 (stamped or electronic signatures are not acceptable)
- MOUs with original signatures (stamped or electronic signatures are not acceptable)
- Letters of Support with original signatures (stamped or electronic signatures are not acceptable)
- Position descriptions if personnel are requested in the budget
- A copy of the current, active SAM registration, showing current DUNS number
- Federal Indirect Cost Rate (if applicable)
- MOU for Crime Data Reporting (if applicable)
If the applicant organization is a unit of local government, MBCC requires the local government applicant (and/or group of applicants listed within a collaborative agreement) to be compliant with the [Crime Data Reporting Policy](#).
- [Accounting System and Financial Capability Questionnaire](#). Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Organization list: Include a list of the agency personnel and of personnel working on the project.
- [VOCA SAR 1 Form](#)

Additional Documents Required of Non-Profit Applicants

The following documents are required and must be uploaded into the OSAS:

- A copy of current Non-Profit status determination
- Listing of Current Board Members providing information on board compilation, positions, and individual contact information.
- Certificate of Exemption. If applicable, faith-based organizations are required to provide the *Certificate of Exemption for Hiring Practices on the Basis of Religion* if seeking an exemption to the prohibition against religious discrimination in hiring.

Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website on or before **January 18, 2019** at 5:00 p.m. Questions shall be submitted using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under # **19-05**. Clear reference to the section, page, and item in question must be included in the request. Questions received after the deadline will not be considered. Program specific questions cannot be addressed during the solicitation period.

Written responses to all questions received by the deadline will be posted on the MBCC website, under #**19-05** RFP Question and Answer Request. Applicants should consult the RFP Question and Answer Requests prior to posting a question to avoid duplication and prior to submitting an application to avoid missing potentially assistive material. Any other form of interpretation of this RFP will not be binding upon MBCC.

Crime Statistics

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. Montana's Incident-Based Reporting System (MTIBRS) is an analytical/statistical tool. Users can select reports based on offense, offender/arrestee, victim, and property data elements or can create their own custom reports based on multiple variables. Data from 2005 to the most current complete calendar year is available.

For assistance in accessing MTIBRS or for technical assistance regarding crime statistics, applicants should request information using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings> under this RFP number. Assistance must be requested at least five working days before the RFP deadline.

Receipt Verification

All applications received by the due date will receive a letter of acknowledgment and will be assigned a grant number and a Crime Control Bureau contact person. Late applications will not be reviewed.

VI. Limitations and Fund Use

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the [Uniform Guidance found in 2 C.F.R. 200](#) of the Office of Management and Budget. In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control, and support services in the areas of grants, accounting, and financial management.

To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary, reasonable, and allocable for proper and efficient performance and administration of the award;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment (a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in a like circumstance has been allocated to the federal award as an indirect cost);
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

For specific information regarding allowable or unallowable costs, refer to the [Uniform Guidance found in 2 C.F.R. 200](#). For Montana-specific regulations, refer to the [Montana Operations Manual](#).

VII. Application Processing and Award

Initial Screening

An initial screening will be completed to check the application for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating disqualification.

Scoring

Successfully screened applications will be scored for responsiveness to the program scope and the requirements of this RFP. Based on the assessment of each applicant regarding current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, an applicant may be designated "high risk."

The following scoring criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

Executive Summary	5% of 100
Budget and Budget Narrative	20% of 100
Needs Statement	25% of 100
Goals	10% of 100
Objectives	10% of 100
Implementation Plan	15% of 100
Evaluation Plan	5% of 100
Collaboration Plan	5% of 100
Sustainability Plan	5% of 100

Any proposal failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Proposals receiving a score of 60% and above will be referred to the MBCC Application Review Committee (ARC). The ARC will provide recommendations to the MBCC Board of Directors for final funding decisions/awards. Applicants will receive written notice of the ARC recommendation.

Appeals

Per Board policy, if the ARC recommends denial, the applicant may appeal the recommendation. The appeal must include one of the following criteria:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow MBCC policy;
- A specific geographic region would no longer have any available program in a service category; or
- The application did not achieve the required minimum score.

Notice of Appeal must be made in writing to the Crime Control Bureau Chief within ten working days of notice of the ARC recommendation.

Awards

The MBCC Board of Directors will review all ARC recommendations and reserves the right to make final funding decisions. Following Board approval, each applicant will receive either an Intent to Award Notice or a denial letter. If funded, the application and award documents form a legal and binding agreement with MBCC requiring the applicant to perform all goals and objectives as submitted, and to adhere to the approved budget. Awards to high risk applicants may carry additional special conditions such as increased monitoring and/or prohibitions on reimbursement until certain requirements are met. High risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely result in a delay in funds until issues are resolved.

VIII. Grantee Quarterly Reporting

All MBCC grantees must comply with the following:

- Submit online reports within ten days following the end of each reporting period. These reports include, but are not limited to:
 - Financial Reports
 - Program Narratives
 - Outcome Data
 - Performance Measurement Tool (PMT)

Quarterly reporting periods are as follows:

Reporting Period	Report Due Date
Quarter 1: April 1- June 30	July 10
Quarter 2: July 1 - September 30	October 10
Quarter 3: October 1- December 31	January 10
Quarter 4: January 1 - March 31	April 10

Grantee acknowledges that failure to provide reporting as required *will* cause grant funding to be delayed or rescinded.

IX. Application Checklist

Refer to this checklist before submitting the online application and required additional documentation.

	Project Budget
	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures
	SAM Verification
	DUNS Verification
	MOUs with Original Signatures
	Letters of Support with Original Signatures
	Accounting System and Financial Capability Questionnaire
	Position Descriptions (if personnel are requested in budget)
	Federal Indirect Cost Rate (if applicable)
	MOU for Crime Data Reporting (if applicable)
	Organization List
	Non-Profit Status Verification
	Listing of Current Board Members
	Certificate of Exemption (if applicable)
	VOCA SAR 1 Form

